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4-14-2015

# Humanities Division meeting minutes 04/14/2015

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## Humanities Division Meeting 4/14/15:

The meeting began promptly at 6:03 pm whereupon Pieranna introduced Brenda Boever who spoke to us about the upgrade:

1. The Upgrade: what faculty need to know for grades, advising, etc; visit with Brenda Boever and/or Judy Korn (10-15 minutes)

Things are currently in limbo but seem to be progressing well. On Monday, everyone will need to go in and clear their cache. We are also urged to avoid using Internet Explorer with the Upgrade. The key thing about the Upgrade seems to be that the information is the same, it is just in all in one interlinked place.

Brenda then walked us through the new portal a few of the links that we will need to use, for example, the Faculty Center, Teaching, Advising, Grade Rosters. Grades of A+ will default to A and D- will default to D. She used a Faculty Center Guide file that exists as a pdf to do this.

The same was true for the Advisor Center Guide file, that Brenda next walked us through. Here people should note that although we will have access to more student records, these should be accessed with great discretion. Brenda recommends that all faculty take the FERPA training in this regard. Especially because if you do not do it, you will not be able to see all of the parts of APLUS.

Brenda next walked us through a new program called APLUS. This is coming from CLA and the TC campus. This program will also default to your assigned advisees, but will allow you to search for other students. This will also tell you in almost real time, whether a student has dropped a class. This will eventually allow us to move to a paperless system.

We are all encouraged to contact Brenda with any questions we might have.

2. Curriculum approval (Phil 1803 changed from 2 to 4 credits; Spanish 1802, new IC course; Hum 1801 - we deactivated it Fall '14 and have reactivated it for Fall 2015) *forms attached*

Lang 1061: The changes here are aimed at avoiding the situation where, because it was repeatable, students retake the course but are not able to replace that first grade. By making it no longer repeatable, it will allow those who retake the class to change their grade.

Lang 1071: This is a course for those who need to move on the next semester. This will meet in the same classroom as Lang 1061. Brook Miller made a good point about class size, that will have to be taken into account. Tammy Berberi asked about the logistics of such a class where different groups have different expectations and different workloads. There are models for this within the Humanities Division already.

HUM 1006: This is the study abroad program for Aaron Wenzel and Lisa Bevevino, which has already been approved but did not go last summer.

The next three are IC courses:

HUM 1801: This is a re-activation of an approved course for Aaron Wenzel to teach.

SPAN 1802: This is a new course that Tom Genova is going to teach. This course will go through provisional approval as well as regular approval.

PHIL 1803: This is a switch from 2.0 credits to 4.0 credits in order to help the students learn the content better.

A verbal vote was taken and the courses were all approved.

3. Proposal for elimination of Nominating Committee (Janet and Tammy); this change will require small revision of the Structure of the Division Document (can be done in the fall)

Barbara Burke and Wes Flinn related the information that the committee seems redundant since we all get the same emails that the nominating committee asks us all to read and pay attention to.

Mary Elizabeth Bezanson made a motion to abolish the committee; there was some discussion of opinions both for and against the motion. Michael Eble suggested that we ask Functions and Awards Committee to produce a list of deadlines.

Again, we had a voice vote and the motion carried.

4. Brief report from HDAC

James Wojtaszek noted that the Post-Tenure Review Committee needs to be added to the Division Structure document. Now that the Nominating Committee has been abolished, the changes the HDAC has discussed are no longer valid; however, the structure of the division document will have to be revised to reflect the abolition of the committee. They have just finished the PRT document. Minutes are now posted on the Humanities web site although the most recent ones need to be added. Other items that they have been looking into are 1) the online format for course evaluations; 2) the discipline coordinator position and the definition of duties/position as well as the issue of compensation. Among other things they note is that there is no mention of any position called a “discipline coordinator” in the UMM Constitution. These two conversations will continue next year.

Pieranna pointed out that Bart is also looking into possibly having on line evaluations keeping in mind that they would need to be done in such a way to avoid having very low returns.

## 5. Elections

HDAC: Three nominations were needed: Vicki Graham; Lisa Bevevino; and Craig Moxon were nominated. Brad Deane moved to approve the slate. There was a second in the front. The slate was approved unanimously.

## Post Tenure Peer Review of Teaching Committee:

Brad Deane again mentioned his recommendation for abolishing the committee. MaryElizabeth Bezanson gave a strong argument for keeping the committee. Those nominated were MaryElizabeth Bezanson and Stacey Aronson. Motion to elect them made and seconded and there was a unanimous approval.

6. There will be an Engagement Forum on Tuesday 4/21 6:30-7:30 in HFA 2. Pieranna will bring a short report on the results prepared by Julia Dabbs, Pieranna, and Steve Carey.

This will be to talk about the report on the Engagement Forum. And the meeting is meant to focus on these results and only the results. Pieranna mentioned the timing issue to the TC, but it unfortunately did not yield any changes in the process.

7. new 60 dd limit on travel reimbursement; past 60dd it will be taxed  
This was for information. Reimbursements need to be submitted within 60 days.

8. deadline for TT requests: DEADLINES: The forms are due to me by May 20, 2015. I will be out of the country from May 10 to May 20. If you would like me to give you feedback on your request before it is due on the 20, please send me the form before May 9.

Pieranna's deadline to give these to the Dean is May 26, 2015.

9. Various reminders before the summer (Disciplines Student Representatives; summer address, Assessment reports, Bios for Awardees to PG, Voice mail updates)

These were last announcements. The meeting was adjourned at 7:17 pm.

[minutes taken by Jimmy Schryver]